

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ROOFING SUPERVISOR

DEFINITION:

Under direction, to plan and supervise the work of skilled roofing installers and helpers in roofing installation and repair work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises and assigns the work of skilled roofing installers, apprentices, and helpers in performing skilled roofing installation, maintenance, and repair work such as: applying various types of roofing paper, roofing insulation, wood and composition shingles and shakes, tile, slates, metal, hot liquid tar, modified bitumen, thermo-plastic, vulcanized and non-vulcanized elastomers and other roofing materials; applying roof coatings, caulking, adhesives, sealants, solvents, primers and patching compounds; stripping old roofing, replacing sheathing, and cleaning of eaves troughs; and installing rain gutters and down spouts;
- Inspects associated carpentry work;
- Assists in preparing specifications;
- Reviews plans and specifications, and prepares sketches of work to be done;
- Inspects contract work for compliance with specifications;
- Inspects buildings and formulates a tentative yearly roofing program;
- Estimates costs for each job;
- Plans work procedures and schedules;
- Enforces safety regulations;
- Keeps records and makes reports;
- Orders supplies and equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited three-year Roofer Apprenticeship Program, **AND** two years of experience in all phases of work as a journey-level Roofer; **OR** five years of experience in all phases of work as a journey-level Roofer. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.